

Members of the Board

June Getz
Allison Hendrick
Lynnette Jenkins
Marla Mattenson
Jody Molodow
Mary Jane Wagle

Administration

Cesar Lopez
Executive Director

Margret Woelke
Executive Director

Susan Huitron
**Human Resources/
Business Operations Manager**

**Administrative Office – APEX Academy**

1309 N. Wilton Place – Room 321
Los Angeles, CA 90028
Phone: (323) 817-6550 Fax: (323) 323-817-6555
<http://www.apexacademyia.org>

Matrix for Success Academy – Independent Studies

1010 E. 34th Street
Los Angeles, CA 90011
Phone: (323) 897-5971 <http://matrix4success.org/>

Parent/Student/Stakeholder Complaint Process

I. Purpose

- a. The purpose of this policy is to ensure that:
 1. All parents, students, employees, and community members are informed of the process to submit complaints that are not covered under the Uniform Complaint Policy (UCP)
 2. A process is in place on how and where to submit a complaint and that the complaint process is accessible to all
 3. PazLo Education Foundation - APEX/MATRIX maintains effective and transparent procedures for reporting, investigating, and resolving complaints submitted

II. How to file a complaint and receive response

- a. Complaints can be submitted in the following manner:
 1. Complaint Form – available at school site and online from APEX Academy's website (www.apexacademyia.org) or MATRIX for Success website (www.matrix4success.org)
 2. Fax – 323.817.6555
 3. Call in, Email, Mail, In Person – Susan Huitron, Human Resources/Operations Manager
 - a. PazLo Education Foundation – C/O APEX Academy
1309 N. Wilton Pl, Office 321, Los Angeles, 90028
 - b. 323.817.6550
 - c. shuitron@apexacademyhs.info

Once a complaint is received, it will be reviewed and routed to the appropriate personnel, i.e. – school counselor, assistant principal, principal, human resources.

III. How to file an anonymous complaint

Complaints may be filed anonymously. If information is provided by the complainant, a response will be sent to the anonymous complainant. However, if no contact information is provided, a response will not be prepared but the complaint will be processed for recording purposes only.

IV. Timelines for processing complaints

Every case will be reviewed and a written response to the complainant will be provided within 72 hours from the date that the complaint is submitted or received at PazLo Education Foundation - APEX/MATRIX. If the complaint involves multiple incidents or individuals, PazLo Education Foundation - APEX/MATRIX requests five (5) days to investigate incidents.

V. How to file an appeal

Those not satisfied with the resolution can appeal to the PazLo Education Foundation Board Chairperson, June Getz or Allison Kendrick via email at jgetz@apexacademyhs.info or akendrick@apexacademyhs.info. The Board

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Chairperson will investigate the appeal and issue a decision, as well as a proposed remedy, in writing within 14 days of receiving the email.

VI. Log of Complaints and Complaint Summary Report

The HR/Operations Manager will take the lead role in resolving a complaint and will log, track and update complaints. A copy can also be provided to the complainant, if requested. Summary reports will be generated by the HR/Operations Manager for monitoring and improvements as necessary. A semiannual report will be prepared for distribution to Board members. The summary report will include the following:

1. Number of complainants
2. Type of complaint
3. Length of time for completing each complaint and if the timeline was met